



Memorandum

TO: AGENCY BOARD

FROM: Armando Gomez

**SUBJECT: RDA BUDGET PROCESS FOR
FISCAL YEAR 2009-2010 BUDGET
DOCUMENT TEMPLATE**
DATE: October 26, 2009

Approved

Date

10/26/09

The Redevelopment Agency's Fiscal Year 2009-2010 Proposed Operating/Capital Budgets and Fiscal Year 2009-2013 Five Year CIP will be released October 26. The Mayor's Budget Office is distributing this memorandum for this year's review process prior to the release of the Mayor's Fiscal Year 2009-2010 Redevelopment Agency Budget Message on November 20. Formal budget adoption will occur on December 8, 2009.

Budget Schedule

October 26	Release of FY 2009-2010 Proposed Operating/Capital Budgets and FY 2009-2013 Five Year CIP
November 9 9:00 am - 12:00 pm <i>City Council Chambers</i>	Study Session for Agency's FY 2009-2010 Proposed Operating/Capital Budgets and FY 2009-2013 Five Year CIP
November 10 <i>City Council Chambers</i>	Public Hearing for Agency's FY 2009-2010 Proposed Operating/Capital Budgets and FY 2009-2013 Five Year CIP
November 12, 5:00 pm	Board Recommendations for Changes to the Budget (Budget Documents)
November 20	Release of Mayor's FY 2009-2010 Redevelopment Agency Budget Message
December 8	Approval of Mayor's FY 2009-2010 RDA Budget Message and Approval of Agency's FY 2009-2010 Operating/Capital Budgets and FY 2009-2013 Five Year CIP
December 15	Adoption of Agency's FY 2009-2010 Operating/Capital Budgets and FY 2009-2013 Five Year CIP

Budget Document Template

The Board Members are to use the attached standard form.

Document Number Assignments

Budget Document numbers will be assigned from the Mayor's Budget Office for tracking purposes. Please contact Cindy Escobar with the following information:

1. Board Member signed Budget Document.
2. Program/Project Title.
3. RDA Project Area.
4. Recommended Source of Funds.
5. Amount of Agency Funding Change. Please specify if it is a one-time or ongoing change.

Budget Document numbers will not be assigned until the Budget Document is signed and ready for distribution.

Electronic Transmission

All Budget Documents must be distributed electronically in PDF format to all names on the 2009-2010 distribution list. A global address list has been updated to simplify distribution under: **#RDABudget_List**.

The original signed hard copy will be required for submission to the City Clerk.

It is imperative to assist in document tracking for everyone receiving electronic documents to utilize a consistent file title for all Budget Documents. Please save your electronic document with the following format:

BD #1 – Process Initiation and Document Template

BD #2 – Name of Project

Website Posting

Upon submission, Budget Documents will be posted on the Mayor's website at www.sanjoseca.gov/mayor/goals/budget/rda.asp. Items will remain on the Mayor's website until formal adoption of the RDA's FY 2009-2010 Operating/Capital Budgets and FY 2009-2013 Five Year CIP on December 15.